

Punctuation Marks

Punctuation marks are **symbols** that we use in **written language**.

تعتبر علامات الترقيم رموز نستخدمها في اللغة المكتوبة.

We use them in sentences to make the meaning **clear**. نستخدمهم في الجملة لجعل المعنى واضح.

Punctuation Marks

| | | |
|-----------------------------------|-----|------------------|
| Full stop / period | . | النقطة |
| Question mark | ? | علامة الاستفهام |
| Exclamation mark | ! | علامة التعجب |
| Semi-colon | ; | الفاصلة المنقوطة |
| Colon | : | النقطتان |
| Comma | , | الفاصلة السفلى |
| Apostrophe | ' | الفاصلة العليا |
| Quotation marks (Inverted commas) | " " | علامات التنصيص |
| Hyphen | - | الشرطة |
| Dash | — | الشرطة الطويلة |
| Slash | / | الشرطة المائلة |

Sentence endings

1) Full stop = Period (.) النقطة (علامة التوقف)

We can use a full stop (.)

- at the end of declarative, imperative and conditional sentences: آخر الجمل الخبرية / الأمرية
✓ **Yasser and Peter** went to the club an hour ago.
- after abbreviation: بعد الاختصارات
✓ **My grandson Ahmad** was born in Jan. 2020.
- in initials for personal names: في الحروف الأولى للأسماء الشخصية
✓ **T.S. Eliot (Tomas Stearns Eliot)** was a great poet.
✓ **Let's find an A.T.M. so I** can withdraw some money.
- In British English, full stops are placed outside the final quotation mark.
✓ **The general manager said, "This is a great day for the company".**

2) Question Mark (?) علامة الاستفهام

We can use a question mark (?)

- at the end of questions في نهاية السؤال
✓ **When did Amani** leave for the supermarket?
- at the end of tag question في نهاية السؤال المزيل
✓ **You seem busy now, don't you?**

3) Exclamation mark (!)

علامة التعجب

We can use an exclamation mark (!)

after a command, an interjection, or what shows surprise or anger.

بعد أمر أو تعجب أو ما يظهر الدهشة أو الغضب

- ✓ "Look out behind you!" she yelled.
- ✓ I'm so excited to go to the park tomorrow!
- ✓ If you come to work late again, you're fired! (anger الغضب)
- ✓ Leave me alone! □ (anger الغضب)
- ✓ Johnny, don't play with your food! (strict command امر صارم)
- ✓ Wow! (Great! - Oh, my god!) □ (الدهشة)
- ✓ What an amazing place! ✓ What a beautiful house! ✓ How beautiful she sings!



Capital Letters

الحروف الكبيرة

يراعى عند الكتابة وضع الحروف الكبيرة في مواضع محددة

| | |
|--|--|
| Ali and I met yesterday. | الضمير (I) يكتب دائما حرف كبير |
| They travelled abroad. | أول حرف في الجملة |
| Ali said, "We will visit you tomorrow". | أول حرف في الجملة بعد علامات التنصيص |
| Do you like pasta? | أول حرف في السؤال |
| I called Ali and Mai. □ | أول حرف في أسماء الأشخاص |
| Asia is the biggest continent in the world. | أول حرف في أسماء القارات |
| Egypt has strong ties with Sudan. | أول حرف في أسماء الدول |
| Rome is one of the world's most beautiful capitals. | أول حرف في أسماء العواصم |
| Al Daifi is from Bani Suef. | أول حرف في أسماء المدن |
| The Pacific Ocean is the world's largest ocean. | أول حرف في أسماء المحيطات |
| It is joined to the Mediterranean Sea by the Suez Canal. | أول حرف في أسماء البحار. |
| The River Nile is the longest river in the world. | أول حرف في أسماء الأنهار |
| Lake Nasser is a man-made lake. | أول حرف في أسماء البحيرات |
| The Sphinx is a large stone statue that stands in Giza. | أول حرف في أسماء الأعلام |
| Ahmed is Egyptian but Tom is American. | أول حرف في أسماء الجنسيات |
| Toka likes English but she can't stand French. | أول حرف في أسماء اللغات |
| We like to visit our relatives on Fridays. | أول حرف في أسماء أيام الأسبوع |
| My father died in October. | أول حرف في أسماء شهور السنة |
| King Abdullah ruled Jordan. | أول حرف في الألقاب قبل الاسم |
| Where will you stay? When will you arrive? | أول حرف في الجملة بعد (؟ - !) |
| Mr - Dr - Pro | أول حرف في اختصارات الألقاب |
| TV - IT - CV | في اختصارات الكلمات |
| 'Oliver' is the main character in 'Oliver Twist'. | أول حرف في أسماء الكتب والجرائد والمجلات |

Pauses or breaks

The comma, semicolon and colon are used to indicate a pause in series.

يتم استخدام الفاصلة السفلية والفاصلة المنقوطة والنقطتين للإشارة إلى التوقف المؤقت في التسلسل

1) Comma (,)

الفاصلة السفلية

We can use a comma (,)

- after yes and no بعد نعم ولا

✓ Yes, it's a quarter past three, Samir.
- before please in sentences and after please at the beginning of a sentence. قبل كلمة please لو الآخر أو بعدها إذا جاءت في الأول

✓ Could I have more cake, please? Please, allow me to use your camera.
- before or after the name of the person you are speaking to. عند مخاطبة الشخص

✓ Omar, you have done an excellent job.
- to separate two complete sentences: لفصل جملتين كاملتين

✓ When I was doing the housework, a stranger knocked on the front door.
- to separate lists or elements within sentences. لفصل القوائم أو العناصر داخل الجمل

✓ He bought two kilos of sugar, a packet of tea, a bottle of oil and five loaves of bread.
- to separate a list of similar words, adjectives or phrases. لفصل قائمة الكلمات أو الصفات أو العبارات المتشابهة

✓ It's important to write in clear, simple, accurate words.
- to separate words or phrases that mark where the voice would pause, (after transitions.) لفصل الكلمات أو العبارات التي تحدد مكان توقف الصوت، (بعد الروابط)

✓ I can't tell you now. However, all will be revealed tomorrow at midday.
- to separate the direct speech from the rest of the sentence. The comma comes before the quotation mark. لفصل الكلام المباشر عن باقي الجملة. تأتي الفاصلة قبل علامة الاقتباس

✓ Tamer said, "I have already tidied my room".
- to mark non-defining clauses. (The clauses which add extra / non-essential information). لتمييز شبه الجملة الغير محدد. (شبه الجملة التي تضيف معلومات إضافية / غير أساسية) (الجملة الاعتراضية)

✓ The police officer, who arrived after just five minutes, arrested the criminal.
- to set off a tag question لتكوين سؤال مزيل.

✓ She is your sister, isn't she?
- to separate parts of the date لفصل أجزاء من التاريخ

✓ Tuesday, May 2, 2016, was when I graduated.
- Put a comma at the end of the direct sentence in case the speaker is placed after that sentence.

✓ "I'm coming home late tonight," my father said.
- with words that are not part of the sentence as in the case at the beginning of the sentence. توضع مع الكلمات التي ليست جزء من الجملة مثل الحال في أول الجملة.

✓ Unfortunately, he missed his flight.
- to show a separation of ideas or elements within the structure of a sentence. لإظهار فصل الأفكار أو العناصر داخل بنية الجملة

✓ Ali went by bus, and Ahmed took a train.

2) Apostrophe (')

الفاصلة العليا

We can use an apostrophe (')

to show who owns something. The 's is added after singular nouns or names.

لإظهار من يملك شيئاً. تتم إضافة 's بعد أسماء الأشخاص أو الأسماء المفردة

✓ This is our aunt's house.

When a name or a singular noun ends in -s, either add an apostrophe or an apostrophe as well as another's.

عندما ينتهي اسم شخص أو اسم مفرد بـ -s، قم بإضافة فاصلة عليا أو فاصلة عليا بالإضافة إلى s أخرى

✓ This is Charles's phone.

✓ These are James' books.

✓ My father is at his boss's party.

For plural nouns that end in -s, put the apostrophe after the -s.

بالنسبة إلى أسماء الجمع التي تنتهي بـ -s، ضع الفاصلة العليا بعد الحرف s

✓ Miss Leila is marking her pupils' work.

When plural nouns do not end in -s, just add 's to these plural nouns.

عندما لا تنتهي أسماء الجمع بـ -s، ما عليك سوى إضافة 's إلى أسماء الجمع هذه

✓ Doctors look after people's health.

To make a possessive form of two people joined by and, such as Rami and Samehput's only after the second name.

لعمل ملكية لشخصين بينهم and، مثل رامي وسامح، ضع 's بعد الاسم الثاني فقط.

✓ We were at Eman and Ahmad's party.

The apostrophe can also be used to show that one or more letters in a contraction have been left out.

يمكن أيضاً استخدام الفاصلة العليا لإظهار أنه تم استبعاد حرف واحد أو أكثر في الاختصار

✓ We'll come to your party, but Aya won't be able to come. She's meeting her uncle.

لاحظ أن الفاصلة العليا (s) في (it's) عبارة عن اختصار، لكن (its) تدل على الملكية.

✓ I can't buy this shirt because it's very expensive.

✓ Look at that horse! Its hair is blue. ملكية

الفاصلة العليا لها صيغتان: الدمج وإظهار الملكية

الدمج: (حيث تقوم بدمج كلمتان وتكون الفاصلة العليا هنا بمثابة الحروف المحذوفة)

وتكون صيغة مختصرة لأحد أفعال to be وهي (am - is - are) والأفعال المساعدة مثل... has, have, had, will, ...

| Word | abbreviation | Word | abbreviation |
|----------|--------------|------------|--------------|
| I have | ↪ I've | I am | ↪ I'm |
| It has | ↪ It's | They are | ↪ They're |
| Who is | ↪ Who's | She is | ↪ She's |
| does not | ↪ doesn't | He would | ↪ He'd |
| I would | ↪ I'd | It is | ↪ It's |
| cannot | ↪ can't | I will not | ↪ I won't |

✓ I'm a teacher.

(I am.....)

✓ She's waiting at the bus stop.

(She is.....)

✓ It's time to start the meeting.

(It is time...)

✓ It's been a while since we spoke.

(It has been..)

✓ He'd never take a bribe.

(He would...)

✓ He'd called us before he left.

(He had.....)

3) Colon (:

النقطتان

We can use a colon (:

to introduce lists

لتقديم القوائم

- ✓ There are three main reasons for the success of the government: **challenging work, determination and patience.**

between sentences when the second sentence explains or justifies the first sentence.

بين الجمل عندما تشرح الجملة الثانية أو تبرر الجملة الأولى

- ✓ Try to keep calm during the interview: **this will cause a good impression.**

في العناوين الوصفية والتعريفات والفصل بين العنوان، وما يوصف به

- ✓ The Prisoner of Zenda: **A fictional Novel.**

للتعبير عن النسبة والفصل بين الساعة والدقائق

- ✓ The ratio of women to men becomes **5 : 1.**

It is **12:30.**

4) Semi colon (;)

الفاصلة المنقوطة

We can use a semi colon (;

between two independent clauses linked by a transitional expression

(e.g., accordingly, consequently, for example, nevertheless, so, thus).

بين جملتين مستقلتين مرتبطتين بتعبير انتقالي

- ✓ Heavy rain had continued to fall at the airport; **consequently, all flights were canceled.**

لربط جملتين بينهما علاقة (بدون وجود كلمة ربط):

- ✓ It was raining; **the game was cancelled. (= ,so)**

لإضافة تفاصيل لعناصر القائمة:

- ✓ I read; **novels, poems, stories, plays.**

5) Quotation marks (" ")

علامات التنصيص

We can use quotation marks (" ")

In direct speech, we enclose what is said within a pair of single or double quotation marks, although single quotation marks are becoming more common.

- ✓ Wael said, **"I haven't put those shelves up yet".**
- ✓ She said, **"Where is the nearest fish restaurant?"**
- ✓ **"I'm coming home late tonight,"** my father said.

We can put quotation marks around titles.

- ✓ Have you watched the famous film **'Titanic'?**

We can use quotation marks when we mention a word or phrase in a sentence.

- ✓ What does **'punctuation'** mean?



6) Hyphen (-)

الوصلة

We can use a hyphen (-)

- to join two or more words together into a compound term. Do not separate the words with spaces.
 - ✓ My eight-year-old boy loves reading.
 - ✓ Do you have sugar-free cookies?
- to link prefixes to words.
 - ✓ These things happened before the pre-enlightenment era.
- Don't use a hyphen if the compound adjective follows the noun it describes.
 - ✓ English is widely spoken.
 - ✓ We use a widely-spoken language.

Linking (transition) words

الروابط: عبارات تستخدم لإظهار العلاقة بين جملتين

Phrases are used to show the connection between two sentences.

| Linking words (transitions) | يأتي بعدهم جملة | يأتي بعدهم اسم أو ing |
|--|--|--|
| Showing addition روابط الإضافة | and = in addition = moreover = furthermore not only but also..... | as well as = in addition to = besides |
| Showing reason روابط السبب | because = since = as | because of = due to = owing to = thanks to on account of |
| Showing contrast روابط التناقض | although = though = even if = even though = nevertheless but = however = yet = whilst يمكن استخدام however أول الجملة However + صفة يمكن استخدام however أول الجملة Whatever + اسم | despite = in spite of |
| Showing result روابط النتيجة | so = that's why = therefore = consequently = as a result = thus = for this reason | |
| Showing purpose روابط الغرض | to / so as to / in order to + inf. so that = in order that + جملة | in the hope of + ing |
| Showing conclusion روابط الخاتمة | to summarize, = to sum up, in conclusion, = to conclude, in short, = in summary, finally, = all in all = on the whole | |

Paragraph writing

كتابة الفقرة

Essay writing

كتابة المقال

Email writing

كتابة البريد الإلكتروني

1) Paragraph

كتابة الفقرة

A paragraph is a series of sentences that talk about one subject.

الفقرة هي مجموعة من الجمل التي تتحدث عن موضوع واحد

و تتراوح الفترة من 5 الي 7 جمل (من 4 الي 5 سطور) ابدأ الفقرة بـ **Capital letter** وقم بإنهاء الجملة بـ **full stop**

اترك مسافة بادئة **indentation** في أول سطر من موضوعك بما يعادل خمسة أحرف.

Parts of a paragraph

1) Topic sentence

2) Supporting sentences

3) Conclusion

1) Topic sentence

الجملة الرئيسية

- It is the first sentence of a paragraph.
- It states the main idea.
- It introduces what the paragraph will say

هي الجملة الأولى من الفقرة
توضح الفكرة الرئيسية
تقدم ماذا ستقول الفقرة

2) Supporting sentences

الجملة الداعمة

- They form the body of the paragraph.
- They explain more about the main idea.
- They give examples, details, facts or statistics to support the main idea.

يكون جسم الفقرة
يشرحوا الكثير الفقرة الأساسية
يقدموا أمثلة، تفاصيل، حقائق، أو إحصائيات لتدعيم الفكرة الرئيسية

3) Concluding sentences

الجملة الختامية

- It is the last sentence in the paragraph.
- It emphasizes the main idea.
- It restates the topic sentence or the main idea of the paragraph
- It summarises the paragraph.

آخر جملة في الفقرة
تؤكد الفكرة الرئيسية
تعيد صياغة الجملة الرئيسية أو الفكرة الرئيسية للموضوع
تلخص الفقرة

Characteristics of a good paragraph

خصائص الفقرة الجيدة

| | |
|---|--|
| unity وحدة الموضوع | <p>► All the sentences develop the main idea.</p> <p>جميع الجمل تطور الفكرة الرئيسية.</p> |
| coherence الترايبط (التسلسل المنطقي) | <p>► All the sentences should be related to the topic sentence and organized logically, and stick together.</p> <p>يجب أن ترتبط جميع الجمل بالفكرة الرئيسية وأن تكون منظمة بشكل منطقي، وتعلق ببعضها البعض.</p> |
| emphasis توكيد الأولويات | <p>► All the sentences should be well-organised and well-ordered to show all the important ideas.</p> |
| focus التركيز | <p>► Each paragraph or essay should have a clear central idea.</p> <p>يجب أن يكون لكل فقرة أو مقالة فكرة مركزية واضحة.</p> |

2) Essay

كتابة المقال

An essay is a series of paragraphs that talk about one subject.

المقال هو مجموعة من الفقرات التي تتحدث عن موضوع واحد.



يتكون المقال من ثلاثة أجزاء رئيسية

1) Introduction

المقدمة

2) Body

الموضوع

3) Conclusion

الخاتمة

1) The Introduction

المقدمة

المقدمة هي أول فقرة في المقال **the first paragraph** وتكون عبارة عن برجراف واحد.

تُعرّف القارئ ما سيقبل على قراءته داخل جسم المقال تعطي خلفية عن الموضوع. **Give the reader background.**

تجذب انتباه القارئ للموضوع. **Catch the reader's attention.**

تقدم المقدمة الأطروحة (العبارة الافتتاحية) **thesis statement**

أجزاء المقدمة

A) Hook = Attention grabber

جملة جذب الانتباه

A hook is an opening statement in an essay that attempts to grab the reader's attention so that they complete the reading.

هي الجملة الافتتاحية في المقال وتهدف إلى جذب انتباه القارئ ليستمر في القراءة.

B) Background

الخلفية / المعلومات الأساسية

All information that the reader requires to increase his awareness of the topic.

تشمل كل المعلومات التي يحتاجها القارئ لزيادة وعيه بالموضوع.

C) Thesis Statement

الأطروحة (العبارة الافتتاحية)

The thesis statement states the main idea of the essay. It sets limits on the topic.

توضح الجملة الرئيسية الفكرة الرئيسية للمقال، وهي تضع حدوداً للموضوع.

وغالباً تكون في نهاية المقدمة وتسمى الأطروحة وقد تكون:

جملة عامة ☐ حكمة ☐ مثل شعبي ☐ تعريف الموضوع ☐

2) Body

الموضوع

The body is the middle paragraphs between the introduction and the conclusion.

جسم الموضوع هو الفقرات الوسطى بين المقدمة والخاتمة

They are paragraphs of support for the thesis.

فقرات تدعم الموضوع

They contain facts, data, evidences, comments, analysis, examples, pros and cons.

جسم المقال يحتوي على حقائق، بيانات، دلائل، تعليقات، تحليل، أمثلة يمكنك، ومميزاته وعيوبه.

تحتوي كل فقرة من فقرات جسم الموضوع عن:

3
Concluding Sentence
الجملة الختامية

2
Supporting Sentences
الجملة الداعمة

1
Topic Sentence
الجملة الرئيسية

3) Conclusion = Commentary

الخاتمة

- The conclusion is the **last paragraph** of the essay.
 - The conclusion **restates** the **introductory** paragraph.
 - The conclusion **summarises** the **ideas of body** and **introduction**.
- الخاتمة هي الفقرة الأخيرة من المقال. (تكون عبارة عن برجراف واحد فقط).
- تؤكد الخاتمة علي صياغة الفقرة التمهيدية.
- تلخص الخاتمة افكار جسم الموضوع و المقدمة.
- ✓ يعبر هذا الجزء عن شخصيتك، حيث تعرض رأيك ومقترحاتك والحلول وقد يشمل نصيحة أو تحذير أو تلخيص لما قلته.
- ✓ يمكننا القول أن الخاتمة هي نفسها المقدمة لكن بصياغة مختلفة **restatement of the thesis and thoughts**

Types of Essay



أنواع المقال



1) Narrative Essay

مقال قصصي / سردي

- It **narrates** / **tells** a story.
- It includes a **sequence** of actions.

يروي قصة
يشمل سرد تسلسل من الأحداث

2) Persuasive Essay

المقال الاقناعي

- The writer seeks to **persuade** / **convince** the reader to **support** his specific **point of view** about a topic.

يسعى الكاتب إلى اقناع القارئ ليدعم وجه نظرة في موضوع ما.

- It needs **facts** and **evidences** on the topic.

□ يحتاج الي حقائق ودلائل

3) Descriptive Essay

مقال وصفي

- It **describes** the topic.
- It **appeals** to the **five senses** (touch, smell, sight, sound, and taste) and use **sensory details**.
- It uses **personifications**, **metaphors**, **similes** and **creative styles**.

يصف الموضوع

يخاطب الحواس الخمس ويستخدم تفاصيل حسية

يستخدم التجسيديات الاستعارات والتشبيهات و الاساليب الابداعية.

4) Expository / Informative Essay

مقال تفسيري

- It **defines** something or **gives information**.
- It **explains** a **process** and gives instructions.
- It **needs research** and the **writer's knowledge**.

إنه يعرف شيئاً ما أو يعطي معلومات

يعطي تعليمات

يحتاج لبحث ومعرفة الكاتب

5) Reflective Essay

مقال تأملي

- It may be a real **experience**, **imagined event**, **special object**, or **place**, **something** you **read**, **watched** or **heard**.
- The writer **analyses** his experiences and explain how they created personal change.

قد يكون المقال التأملي خبرة حقيقية او حدث تخيلي او موضوع خاص او مكان او شيء قرأته او شاهدته او سمعت عنه.

يحلل الكاتب تجربة، ويشرح كيف خلقت اختلاف شخصي.

يكتب هنا عنوان البريد الإلكتروني للشخص الذي أرسل الرسالة

From: Ahmed 2022 @yahoo.com

الجزء الذي يسبق @ يسمى (user name)

الجزء الذي يتبع @ يسمى (domain name)

يكتب هنا عنوان البريد الإلكتروني للشخص المرسل إليه الرسالة

To: Al Daifi 2022 @yahoo.com

الجزء الذي يسبق @ يسمى (user name)

الجزء الذي يتبع @ يسمى (domain name)

يكتب هنا موضوع الرسالة الإلكترونية

Subject (About): Giants' series

لابد أن يصاغ اسم الموضوع بشكل جيد و واضح و مختصر
ليشجع المستلم علي فتح الرسالة

تختلف التحية باختلاف نوع اليميل فهناك :

- 1 اليميل الرسمي: وهو ايميل يرسل إلى جهة رسمية (عمل / دراسة / شكوى /)
- 2 اليميل الغير الرسمي: وهو ايميل يرسل إلى جهة غير رسمية (صديق / أقارب /)

formal email

Dear ,
Dear Sir,
Dear Madam,

informal email

Hi ,
Hello ,
Hey,

يحتوي موضوع البريد الإلكتروني على هدف الرسالة

formal email

لا تستخدم اختصارات
contractions
لا تستخدم كلمات مختصرة
abbreviated words
لا تستخدم صيغة الأمر
imperatives
يكتب في صيغة المجهول
passive voice

informal email

يمكننا استخدام مقدمة للترحيب
يمكننا استخدام الاختصارات
والكلمات المختصرة وصيغة الأمر
يكتب في المعلوم
active voice

تحتوي الخاتمة على شكر أو توديع للمرسل إليه

formal email

Yours sincerely, ☐
Yours faithfully, ☐
Best wishes,
Regards,

informal email

Bye, ☐
See you later, ☐
See you soon,
cheers, love,

يمكننا توقيع الرسائل الإلكترونية الغير رسمية باسم المرسل، لكن
رسائل البريد الإلكتروني الرسمية أو التجارية بها أقسام توقيع
تتضمن شركة المرسل ومنصبه وشعار الشركة.

التوقيع

Signature

الأجزاء الرئيسية
لرسالة البريد
الإلكتروني

- 1 Which sentence is punctuated correctly?
- The teacher said to the girl "If you are late to school again, you will be punished".
 - The teacher said to the girl, "If you are late to school again, you will be punished".
 - The teacher said to the girl, "If you are late to school again, you will be punished."
 - The teacher said to the girl, If you are late to school again, you will be punished".
- 2 Which of the following sentences is structured correctly?
- We haven't had pizza for the last time we visited that food festival.
 - We haven't had pizza since the last time we were visiting that food festival.
 - We haven't had pizza since the time we visited that food festival.
 - We didn't have pizza since the last time we visited that food festival
- 3 Which of the following sentences is structured correctly?
- In this office, lunch taken around 1 pm.
 - In this office, lunch is taken around 1 pm.
 - In this office, lunch was been taken around 1 pm.
 - In this office, lunch is taking around 1 pm.
- 4 Which sentence is punctuated correctly?
- When we go shopping I will buy fruits, vegetables and herbs from the supermarket.
 - When we go shopping, I will buy fruits, vegetables, and herbs, from the supermarket.
 - When we go shopping, I will buy fruits and vegetables and herbs from the supermarket.
 - When we go shopping, I will buy fruits, vegetables, and herbs from the supermarket.
- 5 Which sentence is punctuated correctly?
- Last year I studied four languages in college, English, Spanish, German, and Italian.
 - Last year, I studied four languages in college: English, Spanish, German, and Italian.
 - Last year, I studied four languages in college; English, Spanish, German, and Italian.
 - Last year I studied four languages in college: English and Spanish, German, and Italian.
- 6 Which sentence is structured correctly?
- I should have brought food in this long journey.
 - I should have brought food for this long journey.
 - I should brought food for this long journey.
 - I should have to buy food for this long journey.
- 7 Which of these transitions is used to show an opinion?
- Due to
 - Personally
 - Whilst
 - Consequently
- 8 Which sentence is structured correctly?
- By 2023, Ali would started his new business.
 - By 2023, Ali will have started his new business.
 - By 2023, Ali will have been started his new business.
 - By 2023, Ali will start his new business.
- 9 Which sentence is punctuated correctly?
- She is asking "if you would like to have lunch on Saturday night?"
 - She is asking if you would like to have lunch on Saturday night.
 - She is asking "if you would like to have lunch on Saturday night".
 - She is asking if you would like to have lunch on Saturday night?
- 10 Which sentence is punctuated correctly?
- The mother asked her daughter "Why have you not tidied your room even though I have asked you several times"?
 - The mother asked her daughter, "Why have you not tidied your room even though I have asked you several times?"
 - The mother asked her daughter, Why have you not tidied your room even though I have asked you several times"?
 - The mother asked her daughter, "why have you not tidied your room even though I have asked you several times".

- 11 Which sentence is structured correctly?
- We had pizza last Monday. We hadn't have it since my birthday party.
 - We had pizza last Monday. We haven't eaten it since my birthday party.
 - We had pizza last Monday. We hadn't eaten it since my birthday party.
 - We have had pizza last Monday. We haven't eaten it since my birthday party.
- 12 Which of these transitions is used to show the result of something?
- As a result
 - Personally
 - Whilst
 - For instance
- 13 "Regularly evaluating new work habits is necessary in order to know how successful their impact has been". This could be part of an article about
- maintaining a healthy work-life balance
 - evaluating study plans
 - how to enhance work ethic
 - the effectiveness of innovative work techniques
- 14 Which of these transitions is used to show two events happening at the same time?
- Consequently
 - Personally
 - Meanwhile
 - Due to
- 15 Which sentence is punctuated correctly?
- No, Ronald, you should have asked me before taking that medicine?
 - No, Ronald, you should have asked me, before taking that medicine.
 - No, Ronald, you should have asked me before taking that medicine.
 - No Ronald, you should have asked me before taking that medicine.
- 16 Which of the following sentences can be used to start an essay on self-care?
- Additionally, self-care is another essential element in maintaining a healthy mental state.
 - Initially, feeling burned out is often due to spending too much time caring for oneself.
 - Taking care of your mind, body, and soul should be your top priority.
 - Firstly, paying attention to one's emotional and mental well-being can prevent a lot of mental health issues.
- 17 "Some schools believe that students do not need homework to apply what was taught in class. Personally, I think students ought to practise their knowledge regularly to improve their skills". This shows
- someone's opinion
 - a contrast in ideas
 - the cause of something
 - an addition
- 18 Which of the following sentences can be used to start an essay on study tips?
- However, not giving yourself enough study breaks is going to affect your productivity.
 - Also, try to decide how much time each topic needs in order to be confident when answering its questions.
 - Make short notes about the important points you want to cover in a study session.
 - The first step in your revision ought to be making a study plan.
- 19 "Through this study, we were able to observe that working from home has significantly affected productivity levels". This could be part of an article about.
- productivity levels depend on working hours
 - the effects of working from home
 - the steps to increase productivity in the office
 - observing what triggers changes in your work from home conditions
- 20 "The fastest method of communication nowadays is social media. Our smartphones and computers connect us to the world in order to exchange knowledge and experiences with other people". This could be part of an article about.
- outdated forms of communication
 - how formal communication methods are becoming harder to manage
 - advantages and disadvantages of communication
 - the impact of technology on our lives

21 Which of these transitions is used to show a contrast?

- a For example
- b However
- c Due to
- d Personally

22 Which sentence is punctuated correctly?

- a I have obtained my driver's licence; however, I still can't drive on highways.
- b I have obtained my driver's licence; however. I still can't drive on highways.
- c I have obtained my driver's licence; however; I still can't drive on highways.
- d I have obtained my driver's licence, however I still can't drive, on highways.

23 Which sentence is structured correctly?

- a The roads were crowded extremely yesterday.
- b The roads extremely crowded yesterday.
- c The roads were extremely crowded yesterday.
- d The roads had extremely crowded yesterday.



24 Which of the following sentences can't be used to conclude an essay on mental health?

- a To conclude, one must always keep their mental health in check to avoid complications.
- b In conclusion, paying attention to your physical and mental state could save your life.
- c However, most practices require a lot of mental effort and perseverance.
- d To sum up, mental health issues could stem from several experiences, not just stress.

25 Which sentence is structured correctly?

- a Egyptians have celebrated Easter last week. They hadn't celebrated it since the COVID-19 outbreak.
- b Egyptians will celebrate Easter next week. They hadn't celebrated it since the COVID-19 outbreak.
- c Egyptians celebrated Easter last week. They haven't celebrated it since the COVID-19 outbreak.
- d Egyptians celebrated Easter last week. They hadn't celebrated it since the COVID-19 outbreak.

26 Which of the following sentences can't be used to conclude an essay on online reviews?

- a Firstly, the internet is a free search tool that is open to everyone around the globe.
- b To conclude, it is not wise to trust people you do not personally know.
- c In conclusion, despite the usefulness of online reviews, they cannot be blindly relied on.
- d To sum up, online reviews allow you to make an informed decision about a particular product.

27 Which of these transitions is used to show a conclusion?

- a In short
- b Due to
- c In addition
- d Consequently

28 Which sentence is punctuated correctly?

- a She looked down at the pool and said to herself, "I can do this. I am. A qualified swimmer."
- b She looked down at the pool and said to herself; I can do this. I am a qualified swimmer.
- c She looked down at the pool and said to herself, "I can do this. I am a qualified swimmer".
- d She looked down at the pool and said to herself, I can do this. I am a qualified swimmer.

- 29 Which of the following is important to include in the introduction of a biography?
- (a) That person's minor achievements
 - (b) What the person is known for
 - (c) What that person did after retiring
 - (d) How that person died
- 30 How would you start an email to a friend?
- (a) By checking how your friend is doing
 - (b) By checking your understanding
 - (c) By thanking your friend in advance
 - (d) By explaining the problem
- 31 Which sentence is punctuated correctly?
- (a) Whatever you do in life; do it with passion.
 - (b) Whatever you do in life, Do it with passion.
 - (c) Whatever you do in life. Do it with passion.
 - (d) Whatever you do in life, do it with passion.
- 32 Which sentence is structured correctly?
- (a) The park was wrecked by the tornado last Thursday.
 - (b) The park wrecked by the tornado last Thursday.
 - (c) The park was wrecked the tornado last Thursday.
 - (d) The park was being wreck by the tornado last Thursday.
- 33 Which sentence is structured correctly?
- (a) Neil Armstrong, who was the first man to land on the Moon, grow up in this neighbourhood.
 - (b) Neil Armstrong was the first man to land on the Moon. Grew up in this neighbourhood.
 - (c) Neil Armstrong, whose the first man to land on the Moon, grew up in this neighbourhood.
 - (d) Neil Armstrong, who was the first man to land on the Moon, grew up in this neighbourhood.
- 34 "To sum up, changing your habits is the result of many several tiny changes to your daily life." This sentence can be considered a part of of an essay.
- (a) a start
 - (b) a conclusion
 - (c) an introduction
 - (d) a body
- 35 Which of these transitions is used to show addition?
- (a) Furthermore
 - (b) Consequently
 - (c) Whilst
 - (d) Due to
- 36 Which punctuation mark is used at the end of a question?
- (a) A question mark
 - (b) Speech marks
 - (c) A semicolon
 - (d) An exclamation mark
- 37 "Firstly, finding plenty of recommendations and online reviews of products enhances the shopping experience."
This sentence can be considered a part of of an essay.
- (a) an introduction
 - (b) a body
 - (c) a summary
 - (d) a conclusion
- 38 "Moreover, it is not a good idea to skip breakfast as it has several health benefits."
This sentence can be considered a part of of an essay.
- (a) a body
 - (b) a conclusion
 - (c) an introduction
 - (d) a summary
- 39 Which of these transitions is used to show a reason?
- (a) Similarly
 - (b) Whilst
 - (c) Due to
 - (d) Consequently
- 40 Which sentence is punctuated correctly?
- (a) What a wonderful idea! Let's add it to our options.
 - (b) What a wonderful idea! Lets add it to our options.
 - (c) What a wonderful idea? Let's add it to our options.
 - (d) What a wonderful idea. Lets add it to our options.
- 41 Which sentence is structured correctly?
- (a) Took time for self-care is a priority to avoid burnout.
 - (b) Taking time for self-care is a priority to avoid burnout.
 - (c) Taking time for self-care is being a priority to avoid burnout.
 - (d) Been taking time for self-care is a priority to avoid burnout.

- 42 "In this essay, we will examine how life-changing inventions have always been sparked by urgent needs." This sentence can be considered to an essay.
 (a) a body (b) a conclusion (c) a summary (d) an introduction
- 43 Which of these transitions is used to show an example?
 (a) In addition (b) Whilst (c) However (d) Such as
- 44 Which punctuation mark is used when something is directly said by someone?
 (a) A question mark (b) Speech marks (c) A semicolon (d) An exclamation mark
- 45 "The stars danced in the night sky." This sentence has an example of personification and this language feature could be found in
 (a) a poem (b) an essay (c) a message (d) an offer
- 46 "The oil danced in the pan." This sentence has an example of personification and this language feature could be found in.....
 (a) a poem (b) an offer (c) an essay (d) a message
- 47 "The cake called my name." This sentence has an example of and this language feature could be found in a poem.
 (a) possibility (b) an order (c) a request (d) personification
- 48 We use a full stop (.)
 (a) at the end of a statement (b) to show certainty
 (c) to show surprise or excitement (d) at the end of a question
- 49 Which sentence is structured correctly?
 (a) Signal-hopping is a technology invented by Hedy Lemarr, who was also a beautiful actress.
 (b) Signal-hopping was a technology invented by Hedy Lemarr, was also a beautiful actress.
 (c) Signal-hopping is a technology invented by Hedy Lemarr, whom also a beautiful actress.
 (d) Signal-hopping is a technology invented by Hedy Lemarr, whose was also a beautiful actress.
- 50 Which sentence is structured correctly?
 (a) When you felt overwhelmed by your problems, try to start by sorting your priorities.
 (b) When you feel overwhelmed by your problems, try to start by sorting your priorities.
 (c) When you feel overwhelming by your problems, try to start by sorting your priorities.
 (d) When you felt overwhelmed by your problems, try to started by sorting your priorities.
- 51 "Since I was a child, I have always struggled with mathematics, which is why the following post is so close to my heart."
 This sentence can be considered to a blog.
 (a) a conclusion (b) a body (c) an introduction (d) a summary
- 52 We use the exclamation mark (!)
 (a) to show surprise or excitement (b) to show certainty
 (c) at the end of a statement (d) at the end of a question
- 53 Which sentence is structured correctly?
 (a) Although he is practised a lot, he felt really worried about the chess tournament.
 (b) Although he was practised a lot, he felt really worried about the chess tournament.
 (c) Although he had practised a lot, he felt really worried about the chess tournament.
 (d) Although had he practised a lot, he felt really worried about the chess tournament.
- 54 "I look forward to hearing back from you soon."
 This sentence can be considered a part of of an essay.
 (a) a summary (b) an introduction (c) an ending (d) a body
- 55 Which sentence is structured correctly?
 (a) Last night, flashbacks of the accident will come back to haunt him in his dreams.
 (b) Last night, flashbacks of the accident have come back to haunt him in his dreams.
 (c) Last night, flashbacks of the accident come back to haunt him in his dreams.
 (d) Last night, flashbacks of the accident came back to haunt him in his dreams.

- 66 In which of these essays, the writer arrives at a conclusion by logical reasoning?
- (a) Argumentative essays (b) Narrative essays
(c) Reflective essays (d) Descriptive essays
- 67 The first sentence of a paragraph is
- (a) The conclusion sentence (b) the exclusive sentence
(c) the topic sentence (d) the introduction sentence
- 68 Which of the following sentences has the correct punctuation?
- (a) Did you say, "Ahmed won first prize in the painting competition!"
(b) Did you say, "Ahmed won first prize in the painting competition."
(c) Did you say, "Ahmed won first prize in the painting competition?"
(d) Did you say, "Ahmed won first prize in the painting competition"?□
- 69 A good essay should include
- (a) real data (b) poor style (c) fakeness (d) incoherence
- 70 We use a/an to list more than two items or names in the same sentence.
- (a) hyphen (b) comma (c) apostrophe (d) semi-colon
- 71 Which of the following punctuation marks can be used in the blanks: When will you return to our city.....
- (a) question mark (b) exclamation mark (c) comma (d) full stop
- 72 Which can be used in the blanks: Jack... the carpenter... made a cupboard.
- (a) comma (b) hyphen (c) brackets (d) semi-colon
- 73 Which can be used in the blanks: The children were told to bring the following items a pen, a pencil, a ruler and an exercise book.
- (a) comma (b) hyphen (c) colon (d) semi-colon
- 74 What is the main purpose of the persuasive paragraph?
- (a) Inspire the reader to feel a certain way towards an event, character, place, etc.
(b) Tell a story (c) Explain a concept in full depth.
(d) Make the reader experience whatever is narrated.
- 75 The introductory paragraph of an essay requires the topic, thesis and
- (a) summary (b) hook (c) supporting details (d) opinion
- 76 Which can be used in the blanks: Jim lives in Australia... his brother lives in England.
- (a) apostrophe (b) semi-colon (c) hyphen (d) colon
- 77 Which can be used in the blanks: ...I haven't seen Carol today, ... said Tom.
- (a) commas (b) brackets (c) hyphens (d) quotation marks
- 78 What is a descriptive paragraph?
- (a) Text describing a person, animal, place, thing, along with idea and theme.
(b) Give your opinion to the reader. (c) Explaining a concept or idea.
(d) Tell a story to the reader.
- 79 Typically, what should you do in your conclusion after you restate the thesis?
- (a) Summarize every detail of your whole essay (b) Summarize your major points
(c) Leave your reader thinking (d) Demand the reader agree with you
- 80 What are the two paragraphs where you should put your thesis?
- (a) You only need to state it once. (b) Body Paragraph
(c) Introduction and Conclusion (d) Introduction and Body Paragraph
- 81 When do you use supporting details or supporting sentences?
- (a) Never use these in paragraphs because they are for essays only.
(b) After the topic sentence and before the closing sentence.
(c) After the last sentence because it helps you summarize the paragraph.
(d) Before the first sentence at the introduction.
- 82 Which can be used in the blanks: I found Claire...s jacket on the chair.
- (a) a full stop (b) a hyphen (c) a comma (d) an apostrophe

- 73 Which of the following has the correct ending punctuation mark?.....
- (a) What a terrible accident? (b) What a terrible accident.
(c) What a terrible accident! (d) What a terrible accident"
- 74 A/An..... is the last paragraph of an essay
- (a) introduction (b) body paragraph (c) thesis (d) closing
- 75 A/An..... is included in the introduction of an essay.
- (a) final (b) conclusion (c) summary of the paper (d) thesis statement
- 76 In an e-mail, the..... line is where you type what the e-mail is about.
- (a) to (b) subject (c) attachment (d) from
- 77 A hook
- (a) states the thesis (b) paraphrases what I write
(c) draws the reader's attention to read the essay (d) summarizes what I write
- 78is smooth and logical flow of sentences in a paragraph.
- (a) Incoherence (b) Coherence (c) Unity (d) Emphasis
- 79 When I write the body paragraphs in an essay, I
- (a) Include the thesis to remind the reader. (b) Includes related details with examples.
(c) use only informal vocabulary
(d) make sure the supporting details are in the introduction.
- 80 Which of the following has the correct ending punctuation mark
- (a) Had she enough time, she 'd help you; (b) Had she enough time, she'd help you?
(c) Had she enough time, she'd help you! (d) Had she enough time, she'd help you.
- 81 A/An shows the beginning of a paragraph.
- (a) dash (b) period (c) indent (d) capital letter
- 82 You do not include in a closing paragraph.
- (a) moral (b) final results (c) hook (d) concluding sentences
- 83 The "bulk" is another name for the..... of an essay.
- (a) body (b) hook (c) conclusion (d) thesis
- 84 Which of the following has the correct ending punctuation mark?
- (a) Have a nice time. (b) Have a nice time? (c) Have a nice time! (d) Have a nice time"
- 85 Which of the following has the correct ending punctuation mark?
- (a) Were they faster, they'd catch up with their friends?
(b) Were they faster, they'd catch up with their friends!
(c) Were they faster, they'd catch up with their friends.
(d) Were they faster, they'd catch up with their friends:
- 86 Find the sentence that is grammatically correct.
- (a) This place has been declared as one of the cold places on earth.
(b) This place has been declared as one of the best cold places on earth.
(c) This place has been declared as one of the coldest place on earth.
(d) This place has been declared as one of the coldest places on earth.
- 87 Which sentence of the following is correctly punctuated?
- (a) Omar and Ali who have always been friends no longer talk to each other.
(b) Omar and Ali who have always been friends, no longer talk to each other.
(c) Omar and Ali, who have always been friends, no longer, talk to each other.
(d) Omar and Ali, who have always been friends, no longer talk to each other.
- 88 A/An is another name for the attention-grabber sentence.
- (a) body (b) closing (c) introduction (d) hook
- 89 One can close an informal email with "....."
- (a) Bye (b) Yours sincerely (c) Yours faithfully (d) best wishes



- 90 When should you use an apostrophe?
- To indicate possession (where a noun owns something).
 - For a contraction (where letters are missing) and possession (where a noun owns something).
 - When an independent clause is attached to a dependent clause.
 - When someone is speaking.
- 91 The old man realised that he should retire and went back to his village youth... Ireland.
- Semicolon(;) b Dash()
 - Hyphen(-) d Colon(:)
- 92 "The Internet is crucial to modern life, and parents and schools can do a lot to make sure children use the Internet safely. Many schools have developed systems that limit the websites children can access." This could be a part of article about
- the ability to access certain websites at schools
 - teaching children how to use the internet carefully
 - limited resources at school
 - using computers and internet at schools
- 93 "I agree that modern technology has made our lives better in many ways." This sentence be included in an article as a
- thesis statement b supporting sentence
 - topic sentence d concluding sentence
- 94 Choose the sentence below with the correct punctuation.
- Ted and Janice, who had been friends for years, went on vacation together every summer.
 - Ted and Janice, who had been friends for years, went on vacation together, every summer.
 - Ted and Janice who had been friends for years went on vacation together every summer.
 - Ted, and Janice who had been friends for years, went on vacation together every summer.
- 95 The full-stop is
- a squiggle in a sentence indicating when the sentence should finish.
 - a dot at the end of a sentence which leads to the next sentence.
 - a dot at the middle of a sentence
 - a dot at the end of a sentence indicating that the sentence is complete.
- 96 We use a colon to
- indicate that a new sentence has begun
 - remove water from digested food in the intestine
 - use when commas get boring
 - indicate a series of options
- 97 "Sending children to school at an early age has both advantages and disadvantages. Children can learn a lot by being around other children." This could be a part of article about
- importance of schools b importance of teaching children at a young age
 - importance of education and teachers
 - importance of parenting at a young age
- 98 Which sentence represents a good main idea or a topic sentence?
- Cell phone use while driving is very dangerous.
 - People tend to drive faster when they are talking on cell phone
 - Drivers aren't aware of surrounding traffic when they are using a cell phone
 - Cell phone cause drivers to take their eyes off the road .
- 99 Which can be used in the blanks: Wow You really obtained a gold medal in the Olympics.
- comma b exclamation mark c full stop d question mark
- 100 Which punctuation mark is correct for this sentence? "Jimmy said that the Earth was flat but I said it was oval".
- Comma b Colon c Semi-colon d Full-stop



- 101 The sentence that gives the reader some examples or evidence in the paragraph is called
- a a topic sentence b introduction c conclusion d a supporting sentence
- 102 If you are writing a persuasive essay, you should
- a state facts about the topic
b try to convince the reader of your opinion
c state your opinion clearly with examples
d imagine and create a story about the topic
- 103 Which idea should NOT follow this sentence: "In my opinion, laws against smoking in public places will do a lot to discourage this unpleasant and unhealthy habit, and I don't believe any further measures are needed".
- a The government has already placed powerful laws to reduce smoking in public places and people follow them strictly.
b Laws can do a great deal to reduce smoking.
c Laws against smoking are more effective than education, taxes, or anything else.
d Smoking leads to many diseases in addition to cancer
- 104 When we start writing, we shouldn't
- a think about the grammar that will be included
b think about different topic if we know more about it
c write everything we know about the topic
d think about the ideas we will write about
- 105 Which one of the following sentences is CORRECTLY punctuated?
- a My sixty-year-old mother-in-law did a ten-foot dive into the swimming pool and was greatly admired
b My sixty year old mother-in-law did a ten-foot dive into the swimming pool and was greatly admired.
c My sixty year old Mother in law did a ten foot dive into the Swimming Pool and was greatly admired.
d My sixty-year-old mother-in-law did a ten-foot dive into the swimming pool and was greatly admired.
- 106 Which one of the following punctuation marks can be used for this sentences?
Karim worked in this company three years ago
- a ? b . c ! d :
- 107 The best thesis statement for this paragraph is "Some people say that the best way to discourage smoking is to make smoking illegal in public places. Other people say that this is not enough and that other measures are needed".
- a In my opinion, it is unpleasant to be in public places where people are smoking.
b I think that it is very important to not encourage smoking altogether as people like to breathe well in all areas.
c In my opinion, laws against smoking are an important part of discouraging this bad habit, but I agree that more needs to be done.
d It is important to stop smoking in all areas as it is harmful for people
- 108 Each essay contains
- a a topic sentence b conclusion
c introduction and body paragraphs d b & c
- 109 To make the following sentence correctly punctuated,
We're going to spend a five day holiday in Alexandria when we finish exams.
- a insert a dash between day and holiday b add a comma before when
c remove the apostrophe before re d insert a dash between five and day



110 Choose the most appropriate grammatical sentence from the following:

- (a) The number of engineering colleges are gradually being reduced.
- (b) The number of engineering colleges are gradually reduced.
- (c) The number of engineering colleges is gradually being reduced.
- (d) The number of engineering colleges is gradually reduced

111 Which of the following sentences can be used to end an essay about the merit of planting more trees?

- (a) However, planting more trees requires more attention to grow well.
- (b) Moreover, planting more trees could take up more space in crowded streets.
- (c) In conclusion, planting more trees is essential to cut down pollution.
- (d) In short, some people believe that planting more trees could be useless in desert areas.

112 Which of the following is the correct reported sentence for this direct one?

"I can't wait for you because I must leave for the airport to meet my uncle," said Emad.

- (a) Emad said that he couldn't wait for me because he would leave for the airport to meet his uncle. ☐
- (b) Emad said that he couldn't wait for me because he must have left for the airport to meet his uncle. ☐
- (c) Emad said that I couldn't wait for him because he had to leave for the airport to meet his uncle. ☐
- (d) Emad said that he couldn't wait for me because he had to leave for the airport to meet his uncle. ☐

113 Which of the following is punctuated correctly?

- (a) We're invited to the birthday party of our friends ten-year-old child. ☐
- (b) We re invited to the birthday party of our friend's ten year-old child. ☐
- (c) We're invited to the birthday party of our friend's ten-year-old child. ☐
- (d) We're invited to the birthday party of our friend's ten-year old child. ☐



114 The following could be part of a/an essa.

- (a) persuasive (b) descriptive (c) narrative (d) argumentative ☐

The Taj Mahal is a magnificent Indian monument that annually attracts visitors from all over the world. It is situated on the Yamuna River's bank in Agra, Uttar Pradesh, India. It is a magnificent architectural masterpiece in India. It has four magnificent pillars. It is at least 2.5 kilometres from the Agra Fort.

115 Select the grammatically correct sentence.

- (a) If Sunaina has worked hard, she would have cleared the test
- (b) If Sunaina had worked hard, she shall have cleared the test
- (c) If Sunaina worked hard, she would have cleared the test.
- (d) If Sunaina had worked hard, she would have cleared the test

116 Choose the correctly punctuated sentence.

- (a) There is one thing I know. ice cream is the best dessert.
- (b) There is one thing I know, ice cream is the best dessert.
- (c) There is one thing I know; ice cream is the best dessert.
- (d) There is one thing I know ice cream is the best dessert.

117 Which of the following has correct punctuation marks?

- (a) There is a substantial difference between the two, but is there necessarily a conflict!
- (b) there is a substantial difference between the two, but is there necessarily a conflict?
- (c) There is a substantial difference between the two, but is there necessarily a conflict.
- (d) There is a substantial difference between the two, but is there necessarily a conflict?

118 Which of the following is correctly punctuated?

- (a) Ramah received a fountain pen, Mona a watch.
- (b) Ramah received a fountain pen; Mona a watch.
- (c) Ramah received a fountain pen; Mona, a watch
- (d) Ramah received a fountain pen, Mona, a watch

119 The following sentence "In the end, the value of non-smoking nations is not in pounds. The good health of the people is the true value for us all." is always used as.....

- (a) A detail sentence (b) An example sentence
- (c) A topic sentence (d) A concluding sentence